



Office of
Education

Educational Travel
Pre-Approval Form

This form is to be used for pre-approval for any Education Travel or Mission Trips that a teacher wants to report for Continuing Education Units. As per the *K-12 Educators' Certification Manual*, a teacher may claim a maximum of 0.5 CEUs per day (5 clock hours), up to 3.0 CEUs total/year (30 clock hours). Pre-approval form must be submitted at least one month prior to departure.

INFORMATION FOR TEACHER – Please type or print clearly in dark ink

Last Name: _____ First Name: _____

School Name: _____

Trip Description: _____

Dates: _____

Purpose of Trip: _____

Trip Itinerary Attached: Yes No

TO BE COMPLETED BY EMPLOYER – Please type or print clearly in dark ink

Superintendent/Boarding Academy Principal: _____

Approved: Yes No

Date: _____

INSTRUCTIONS:

1. Teacher is to complete 'INFORMATION FOR TEACHER' and submit form to Employer.
2. Employer completes 'TO BE COMPLETED BY EMPLOYER' and submits to SDACC Office of Education.
3. Once the trip is complete, the teacher must submit the hours on a CEU Reporting Form together with a report on how s/he will apply in the classroom what they experienced through travel. Once reviewed and approved, the CEUs will be added to the status report.

Please mail, fax, or email completed form to:
Seventh-day Adventist Church in Canada
Office of Education
1148 King Street East
Oshawa ON L1H 1H8
Canada

Email: perkins.brandy@adventist.ca
Fax: 905.433.0982